

**NIQ No. NPC/HQ/IT/PROC/LPT/SS/3/2019**

**National Productivity Council (NPC)**  
**(An Autonomous Organisation under Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Industry and Commerce)**  
**Utpadakta Bhawan, 5-6 Institutional Area, Lodi Road, New Delhi**

**Subject: Notice Inviting Quotation for procurement of 1 Laptop**

National Productivity Council (NPC) under Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Industry and Commerce invites sealed quotation for the procurement of one HP Laptop for SS Group, NPC,HQ.

1. The details of the Technical Specifications of the Printer is provided in the following table.

S.No.	Item	Specification	Quantity	Warranty
1	Laptop	HP Laptop : Intel Core i5 8th gen, Display 15.6-inch FHD, RAM 8GB, HDD 1TB, HDMI Port, VGA Port, Windows 10 Professional & 2GB Graphics	1	1 year

- i. The Instructions to Bidder are provided in the subsequent page of this document. Bidder may take note of the same before applying.
- ii. NPC reserves the right to update, amend and supplement the information in this document including the technical specifications before the last date and time of receipt of Quotes.
- iii. This document is non-transferable.
- iv. Some of the crucial information on the process of invitation of Quotation for procurement of 1 Laptop is given in the **Schedule 1** below.

Procuring Authority	National Productivity Council
Bidding Document Download	Start Date: 06 <sup>th</sup> March 2019 from 03:00 PM onwards
Last Date & Time of Submission of Bid	: 13 <sup>h</sup> March 2019 at 03:00 PM
Correspondence Address:	IT Group, National Productivity Council Productivity House 5-6 Institutional Area, Lodi Road New Delhi-110003 Phone: 011-24607319, 24607321 Fax: 011-24615002 Email: npcinfo@npcindia.gov.in
Bid Validity	90 days from the date of Bid submission

## INSTRUCTIONS TO BIDDERS

1. The Notice inviting quotation (NIQ) can be downloaded from website <http://www.npcindia.gov.in/tenders-and-notices/>. NIQ document shall not be tampered/modified in any manner. In case the same is found to be tampered or modified in any manner, Quotation will be completely rejected and bidder will be banned for future.
2. The last date and time for Submission of bid is **03:00 PM on 13<sup>th</sup> March 2019**
3. Validity of Bids shall be 90 days from date of opening of Quotation.
4. Bidder shall not be permitted to withdraw his/her offer or modify the terms and conditions thereof.
5. The firm shall be required to complete the process of supply and installation of requisite items at NPC, HQ within 15 days of the award of contract, failing which penalty will be levied
6. If the vendor fails to provide delivery & installation of the system within the stipulated time schedule, a penalty @ 0.5% per day thereof may be levied on the total work order value subject to a maximum of 5% of the value of the work order.
7. No advance payment will be made to the vendor. However, the vendor will be paid the payment on successful installation of the system within the stipulated time schedule.
8. The vendor must attach the certificate of the company for which the brand of the product is being offered.
9. The delivery of goods should be made at the respective site only. NPC should not pay any additional charges towards, transportation etc.
10. The NPC reserve the right to reject any Quotation including the ones which fail to comply with the conditions stipulated in the NIQ document without assigning any reason whatsoever and does not bind itself to any specific Quotation condition. The decision of the NPC in this regard will be final and binding.
11. NPC reserves the right to cancel/abort the NIQ process and reject all quotations at any time prior to award of Contract, without thereby incurring any liability to the affected bidders and of any obligation to inform the affected bidder of the grounds for NPC's action and without assigning any reason.
12. NPC also reserves the right to float a fresh NIQ any time without assigning any reason.
13. The bid document will be submitted in a **sealed envelope** with clearly superscripted as :  
Envelope : **“the Quotation for procurement of Laptop-NPC/HQ/IT/PROC/LPT/SS/3/2019”**
14. The Bidder must provide the GSTIN Registration Certificate.
15. The Quotation must reach IT Group, National productivity Council. Utpadakta Bhawan, 5-6 Institutional Area, Lodi Road, New Delhi by **03:00 PM on 13<sup>th</sup> March 2019** .

16. The category of items and quantity indicated are tentative. National Productivity Council, reserves the right to increase or decrease the quantity or delete some or all of the items.
17. The total cost inclusive of all applicable taxes and duties must be clearly mentioned both in figures and words in the Quotation. The Quotation must include the cost for warranty of One year.
- 18. Arbitration:**  
In case of any arbitration about the technology/quality of the products/ equipments delivered, the decision of the National Productivity Council shall be final.
- 19. Breach of terms and conditions**  
In case of breach of any terms and conditions mentioned above, the competent authority will have the right to cancel the work without assigning any reason thereof and nothing will be payable by NPC in that event.
20. Any further information related to Quotation will be issued only through the website of NPC